

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Aspen Institute Inc. (Socrates Program) ("AISP")

Travel date(s): January 17-19, 2020

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$98.00	\$238.00	\$122.00	\$110.00
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Participated in a Socrates Seminar to discuss leadership, responsible governance, and the role of Congress.

2/18/20
(Date)

Anna Shepard
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

2/18/20
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Originally Submitted Dec 17 '19
Date/Time Stamp:

ETHIC DEC27'19PM 2:31

Name of Traveler: Anna Shepard

Employing Office/Committee: Caucus on International Narcotics Control

Private Sponsor(s) (list all): Aspen Institute

Travel date(s): 1/17/2020 - 1/19/2020

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Cambridge, Maryland

Explain how this trip is specifically connected to the traveler's official or representational duties:

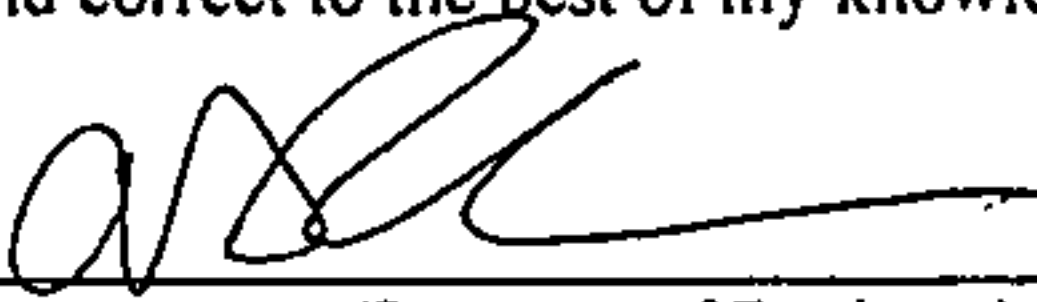
This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. This seminar will help me enhance professional skills that are crucial on the hill to be an effective staffer and help build professional network. I hope to expand my understanding of the role and inner workings of the legislative branch.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

12/27/19
(Date)


(Signature of Employee)

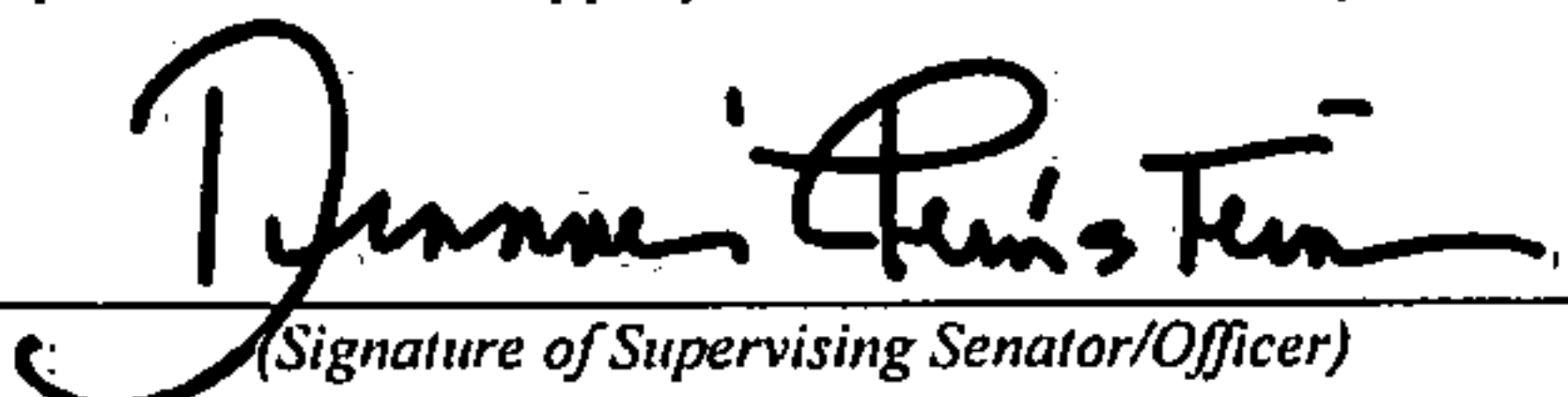
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Dianne Feinstein hereby authorize Anna Shepard
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

12/27/19
(Date)


(Signature of Supervising Senator/Officer)

Emerging Governance Leaders Seminar

Leadership & the Role of Congress

January 17-19, 2020
Hyatt Regency Chesapeake Bay
Cambridge, Maryland

Friday, January 17th

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|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5:00 p.m. | Shuttle departure from Capitol Hill |
| 7:00 p.m. | Shuttles arrives at Hyatt Regency Chesapeake Bay |
| 7:00 p.m. - 8:00 p.m. | Check-In & Reception |
| 8:00 p.m. – 9:30 p.m. | Socrates Opening Dinner and Program
“Responsible Governance and Your Role in Congress”
A conversation between Colleen Shogan , Assistant Deputy Librarian for Collections and Services at the Library of Congress, and Cordell Carter , Socrates Program Director. |

Saturday, January 18th

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|-------------------------|---------------------------------------------------------------------------|
| 7:45 a.m. – 9:00 a.m. | Breakfast |
| 9:00 a.m. – 12:00 p.m. | Seminar Session I: The Evolution of Congress: How Did We Get Here? |
| 10:30 a.m. – 10:45 a.m. | Morning Break |
| 12:00 p.m. – 1:00 p.m. | Lunch |
| 1:00 p.m. – 4:00 p.m. | Seminar Session II: Congress and Its Governance Challenges |

2:30 p.m. – 2:45 p.m.	Afternoon Break
4:00 p.m. – 5:30 p.m.	TBD Afternoon Activity
6:15 p.m. – 7:00 p.m.	Reception
7:00 p.m. – 8:15 p.m.	Dinner
8:30 p.m. – 9:15 p.m.	Fireside Chat “Life & Lessons in Congress” Moderated by Cordell Carter , Socrates Program Director

Sunday, January 19th

7:45 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 12:00 p.m.	Seminar Session III: Congressional Reform
10:30 a.m. – 10:45 a.m.	Morning Break
12:00 p.m.	Check-out
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m.	Shuttle departs for Capitol Hill
3:00 pm	Shuttle arrives to Capitol Hill



Shepard, Anna (Feinstein)

From: Socrates Program <socrates@aspenninst.org>
Sent: Monday, December 16, 2019 9:36 AM
To: Shepard, Anna (Feinstein)
Subject: Socrates Emerging Governance Leaders Seminar-Ethics Forms
Attachments: Private Sponsor Travel Certification Form.pdf; Appendix to Private Sponsor Travel Certification Form.pdf; Emerging Governance Leaders Seminar Agenda.pdf



Dear Anna,

We are pleased to invite you to participate in the Emerging Governance Leaders Seminar Series located in Cambridge, Maryland from January 17-19, 2020.

The Socrates Program will provide shuttles departing from Capitol Hill to Wye on Friday, January 17th at 5:00 p.m. and returning on Sunday, January 19th at 1:00 p.m. Should you accept attendance, it is required that you participate through the duration of the seminar. Your lodging and meals will be paid for by the Aspen Institute Socrates Program. Under the ethics rules, no expenses are provided for entertainment or recreation.

This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. Our purpose is education, not advocacy. In order to participate, you will need to submit the requisite travel forms to the Ethics Committee and secure approval. Attached to this email, you will find the ethics packet which contains the (1) completed primary trip sponsor form and (2) the program agenda.

Please submit all required documentation to the Ethics Committee by Tuesday, December 17, 2019: 1) Primary Trip Sponsor Form (2) Agenda and (3) invitation (all provided by the Aspen Institute) and (4) Pre-Traveler Authorization Form, available on the Ethics website, <https://www.ethics.senate.gov/public/index.cfm/travel>. Travel forms must be submitted to the Ethics Committee no later than thirty days before travel commences or you will not be eligible to attend.

Here are a few additional items to facilitate your planning:

Lodging – participants will all be staying at the Hyatt Chesapeake in Cambridge, Maryland.

Seminar materials – the seminar readings (PDFs), schedule, and arrival details will be sent to you approximately 2-3 weeks before the seminar. Note: a summary of the seminar topic and moderator biography are attached.

If you have any questions, please feel free to call Socrates Program Coordinator, Carly Raizon at 202-736-3843.

Kind Regards,

Cordell Carter, II | The Aspen Institute
Director, Socrates Program

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**Appendix to Private Sponsor Travel Certification Form, Aspen Institute
Socrates Program for the Emerging Governance Leaders Seminar, August 16-18,
2019**

Question 5. Name and titles of Senate Invitees:

Sol Ortega

Deputy Director of Engagement,
Office of Senator Charles Schumer

Jasmen Palomares

Legislative Aide
Office of Senator Kirsten Gillibrand

Jenna Valle-Riestra

Digital Assistant
Office of Senator Bob Casey

Steph Niaupari

Pepsi Co. Foundation National Graduate Fellow
Senate Robert Menendez

Andre J. Barnett

Tax Counsel
United States Senate Committee on Finance

Anna Shepard

Legislative Correspondent
Senator Diane Feinstein

Anthony Reyes

Staff Assistant
Office of Senator Chris Murphy

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) – The Aspen Institute Socrates Program received general, unrestricted funding from the Democracy Fund to support the Socrates Program. The funding was not earmarked for this trip. Democracy Fund did not play a role in organizing or planning the conference, including, but not limited to the content, agenda, moderators, attendees or other logistics.

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (response continued) –The Socrates Program seeks to provide a forum for emerging leaders from various professions to convene and explore contemporary issues through expert-moderated dialogue. The

purpose of the trip is to conduct a non-partisan educational seminar on leadership, responsible governance and the role of Congress that encourages off-the-record, candid exchanges of ideas to support staffers' learning and development.

Question 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) - Socrates Program organizes seminars every year bringing together a diverse group of professional to explore issues, discuss current topics and encourage dialogue and exchange of ideas.

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